



KY NASP® 2019 Tournament Staff Guide



On behalf of KY NASP®, we offer our sincere appreciation for your commitment and time to help make the tournament a safe and pleasant experience for all of the archers, coaches, spectators, and other volunteers. This program would not be possible without the support of volunteers like you. At the end of the day, you will have provided a great service for others, especially the archers.

While this guide was created to provide assistance, other resources that you will need to review/use include the Annual Safety Review, Line Judge Training Video, and the Updated Scoring Protocol Video found online at <http://www.naspschools.org/resources> and the official set of rules found online at <http://www.fw.ky.gov/nasp> . (Please note that the scoring protocol has changed since the lane official video was created. Make sure all tournament officials including lane officials view the updated scoring protocol video for scoring information.)

Tournament hosts: Remind your tournament volunteers that their primary job is to assist archers in a positive manner. The goal is to Stay Positive. Take any possible rule violation to the Team Leader so they can discuss it with the coach.

Tournament coaches: Remind your archers and parents that the tournament host and volunteers are there supporting the NASP® program and all archers/coaches involved. Any and everything they do is done thinking they are helping. Mistakes can be made, we all make them, some more often than others. If an issue arises, it is the coach's responsibility to bring it to the attention of the tournament host in private. Remember, a coach is the ultimate role model. Your archers will act/react as they see you model. Be the best role model that you can be.

RANGE MASTER

- Head authority in all aspects of the range.
- Oversees the Team Leaders.
- Makes final decisions on all possible violations of rules.
- Oversees the provisions for archers with special needs, the consolidation of single archer lanes if needed, and any other special circumstances involving the range.
- Communicates with tournament management and the announcer's podium.

TEAM LEADER

- Supervised by the Range Master.
- Know the range of lanes assigned and which Lane Officials are assigned to those lanes.
- Coordinate breaks of the Lane Officials within those assigned lanes.
- Provide rules clarifications and consults with the Range Master regarding any unresolved issues.
- Discuss rules violations with the archer's coach and issues warnings if needed.
- Refer non-compliant coaches to the Range Master.
- Inspect bows. During bow inspection:
 - Designate one or two lane officials to assist in bow inspection. Their roles will be to find the coach when non-compliant bows are identified and explain the violation. This allows the Team Leader to continue the inspection of the rest of the bows. The coach is responsible for restoring the bow to a compliant condition. * NASP® rules prohibit tournament staff from modifying the bows in any way.
 - Designate a Lane Official to inspect arrows.
 - Personal arrows should be unmodified Easton aluminum 1820 arrows.
 - If possible, archers shooting at the same target should avoid shooting identical arrows (same shaft, fletching, and nock colors). If both archers are using identical personal arrows, make sure both are marked in some way to differentiate. This is usually done on the fletchings.
 - Designate a Lane Official to ensure that the scoreboards are on the target line, the targets are centered with the "X" on the tape, and the paper target faces have been changed for the new flight.
- Manage delays - Identify repeated causes of delays and assist in a resolution if possible. Conceivable causes of delays may be archers scoring improperly, resulting in Lane Officials making repeated corrections or Lane Officials obsessively straightening targets or quivers. Time does not allow the straightening of each quiver between ends.
- Work with the Range Master to ensure provisions are properly made for archers with special needs.
- If a request is made by an archer to change a paper target face, determine if the change is necessary (scoring would be impossible for future ends). If it is necessary, make sure both archers agree and that both coaches are aware that the replacement is being made. Then place the new face directly on top of the old face, in the exact same position.

- If the range consists of multiple single archer lanes, it may be necessary to consolidate archers from opposing teams so that archers may score each other. Notify the Range Master.
- Refer any larger issues to the Range Master. If ever unsure of a rule, consult the Range Master.

LANE OFFICIAL

- Supervised by the Team Leader.
- View the Lane Official Training Video online before the tournament. www.naspschools.org/resources
- Be alert at all times for safety issues. Archers may be directly addressed if an immediate safety concern is present. Otherwise, interact with archers only when they raise their hand for assistance.
- Assist archers with any problems that may arise. Problems may include:

On the Shooting Line:

- **Bounce-out, Dropped, or Damaged Arrows** – When an archer raises a hand after a bounce-out, dropped arrow, or finding a damaged arrow, first ask if they are using personal or tournament provided arrows and what color. If using personal arrows, the coach should have a ready supply. After retrieving the arrow from the coach or the extra stock, place it in the archer's quiver while the archer is not shooting.
- **Equipment Failure** – Explain to the archer to remain on the shooting line while the bow is taken to the coach for repair. The Lane Official must accompany the bow until the repair is made by the coach. The Lane Official returns the repaired bow to the archer. If possible, notify the Range Master or the Flag Person that a bow has left the range and that the shooter is on the line.
- **Lane Crowding** – If an archer, their equipment, or their quiver invades another lane, notify the team leader to issue a warning to the coach. If their quiver is in the other lane, it may be moved into the correct lane after both archers are done shooting unless the lane mate being crowded is complaining.
- **Other Violations** – If an archer is high drawing (drawing the bow back while the arrow is pointed above the curtain) or low drawing (drawing the bow back while the arrow is pointed below the target), being disruptive, etc. notify the Team Leader to issue a warning to the coach. There are also occasions where an archer may get sick or have an incident while shooting. Safety is the number one concern, so take necessary precautions to make sure the sick archer or other archers do not slip in any "fluids". The next concern would be to remain calm and minimize any embarrassment for the archer(s). Notify the Team Leader.

At the Target:

- **Scoring** – Archers may raise a hand to ask for assistance during scoring such as correcting a scorecard or calling the value of an arrow. If asked to erase marks on the scorecard, make sure both archers agree that the mark(s) to be erased are mistakes.

Any erased marks must be documented on the back and initialed. For example, if a “9” is erased and a “10” is bubbled on End 1, Arrow 3, then on the back of the scorecard, write “E 1, A 3 – 9 to 10” and initial. Only tournament staff may possess erasers on the range.

- **Pulling Arrows** – Archers may request assistance pulling arrows out of the target.
 - **Target Line/Scoring** – While scoring, kneeling and sitting are not permitted for safety. Kindly remind them, “Up on your feet please”. Both archers may approach the target to score, but one archer must remain behind the waiting line while the other archer pulls their own arrows.
 - **Replacing Target Faces** – If a request is made for a new target face, consult the Team Leader.
- Collect scorecards at the end of a flight. Someone from the scoring room will pick them up from the range.
 - Replace target faces for the next flight after both archers have left the target. Tournament officials will direct the Lane Officials to either change out the target faces or simply place one face in front of each target in order to allow archers to pin the faces to the target.
 - In order to maintain a safe range, make sure Lane Officials are spread equally across the designated lanes, keeping a constant watch for safety violations and/or archers needing assistance.
 - Upon arrival, notify the Team Leader of any breaks needed throughout the day such as coaching your team or watching your child compete. *NASP® rules prohibit performing Lane Official duties while a team that the Lane Official is directly associated with is shooting on the same lanes.
 - Ensure that all bows and arrows remain on the range during the entire flight. The only exception is a bow malfunction, in which case a Lane Official must accompany the bow until it returns to the range. Damaged personal arrows may be given to the coach.
 - When assisting archers, maintain a positive attitude and keep interactions at a minimum. *Please remember, NASP® prohibits tournament staff from coaching the archers.
 - If a lane has a single archer, the Lane Official will call and bubble the score and then have the archer verify the arrow values by checking the box. The archer may then pull arrows.

FLAG PERSON

Supervised by the Range Master.

The sole duty of the Flag Person is to help maintain a safe range by identifying whether or not the range in their assigned area is clear and to signal green or red to the announcer’s podium. This is a stationary position on each end of the range between the shooting and waiting lines and does not involve any other range duties. Larger ranges may have a center Flag Person that gives the green signal for a clear range after both Flag Persons at the ends indicate a clear range.

ALL STAFF

TO MAKE FOR A MORE POSITIVE EXPERIENCE FOR THE VOLUNTEERS:

- It's certainly acceptable and encouraged to place a chair in line with the bow racks for range volunteers.
- Keep a copy of the rules handy. A copy is kept at the announcer's podium if needed for reference.
- Have a pencil and an eraser accessible.
- Notify the Team Leader or Range Master if leaving the range so that all of the lanes may be covered consistently.
- Remember, bow modifications must be made by the coach or someone designated by the coach.
- Extra pencils, erasers, rubber bands, water, etc. are available at the announcer's podium.

TO MAKE FOR A MORE POSITIVE EXPERIENCE FOR THE ARCHERS:

- By keeping your conversations and communications with others at a low volume, distractions for the archers are kept at a minimum.
- While there is time between flights to check texts, emails, and voicemails, archers need our full attention while shooting and scoring. Please refrain from using cell phones during these times.